



NASA MARSHALL SPACE FLIGHT CENTER
2011 MINORITIES IN SCIENCE AND ENGINEERING (MISE) SUMMER INTERNSHIP PROJECT

MAY 31– AUGUST 5, 2011

APPLICATION

ELIGIBILITY REQUIREMENTS AND INSTRUCTIONS

ELIGIBILITY: To apply for this internship program all applicants must meet the following requirements

- 1) Must be a U.S. citizen
- 2) Must be a full time undergraduate student at Oakwood University, Alabama A&M University or the University of Alabama in Huntsville (UAH), Tuscaloosa (UA), or Birmingham (UAB).
- 3) Must have a cumulative grade point average of 3.0 or higher
- 4) Must be majoring in Science, Technology, Engineering, or Mathematics (STEM) .

INSTRUCTIONS: Complete the application in its entirety. Please type or print all information in blue or black ink. Return the completed application along with the required writing sample, unofficial transcripts from all colleges/universities attended, a current resume and faculty recommendations. Application postmark deadline: **March 15, 2011.**

APPLICATION CHECKLIST

Prior to submission of this application, make certain the following information is included in your complete package:

- ☐ APPLICATION: Complete four page application
- ☐ TRANSCRIPT(S): **Unofficial** transcripts from all colleges/universities attended
- ☐ CURRENT RESUMÉ: Resume should be typed on standard resume quality paper using a 12 point Times Roman or Arial font. Do not use bold or italics.
- ☐ WRITING SAMPLE: Writing sample should be typed on standard white bond paper with 1 inch margins and should clearly answer the three required questions. Font size should be 12 point Times Roman or Arial font. Do not use italics or bold type.
- ☐ RECOMMENDATIONS: Two recommendations are required from current or former college professors. Recommendations should be mailed or faxed with your application packet. The fax number is 256-961-1521.

Mail, e-mail or fax completed applications to:

Madeline E. Hereford, WTI, Mail Code HS30, NASA MSFC, MSFC, AL 35812

Madeline.E.Hereford@nasa.gov PH: 256.961.4990 FAX: 256.961.1521

Candidates will receive notification of acceptance no later than **April 15, 2011.**

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INSTRUCTIONS: Complete the application in its entirety. Please type or print all information in blue or black ink. Return the completed application along with the required essay/writing sample, recommendations, unofficial transcripts from all colleges/universities attended and current resume. **Application deadline: postmarked no later March 15, 2011.**

PLEASE TYPE OR PRINT CLEARLY ALL INFORMATION

PERSONAL INFORMATION (All information in this section is required)

Full Name (First, Middle Last) _____

☐ Male ☐ Female

Citizenship ☐ U.S. ☐ Dual Citizenship ☐ Other _____ (explain)

Date of Birth (mm/dd/yy) _____ Place of Birth (city/state) _____

Language(s) Spoken _____

Permanent Address (street address – incl. apartment #) _____

City/State/Zip Code _____

Temporary/Current address, if different from permanent _____

City/State/Zip Code _____

E-mail address _____ @ _____ (required)

Cell Phone () _____ Other () _____

ACADEMIC PROFILE

Current University _____

Major ☐ Mathematics
☐ Engineering (☐ Mechanical ☐ Electrical ☐ Chemical ☐ Civil)
☐ Science (☐ Biology ☐ Physical ☐ Chemistry ☐ Physics)
☐ Technology (☐ Industrial ☐ Engineering ☐ Computer
☐ Other _____)

Minor _____

Present Classification

☐ Freshman
☐ Sophomore
☐ Junior
☐ Senior
☐ Other _____

Current Cumulative G.P.A.

_____ (based on 4.0 scale)

Current (major specific)
G.P.A.

_____ (based on 4.0 scale)

COLLEGE(S) AND UNIVERSITIES: Please provide information below for each college/university attended and/or attending

SCHOOL	CITY	STATE	YEAR (TO – FROM)	DEGREE(S) & DATE(S) AWARDED/EXPECTED

SPECIFIC COURSE WORK: List all successfully completed undergraduate and graduate science and mathematics courses

[illegible]

HONORS / AWARDS: List any honors and awards received during high school and college) Attach separate sheet if necessary

[illegible]

MEMBERSHIPS: List memberships and any positions held in school or civic related organizations (high school and college). Include extracurricular and community activities. Attach separate sheet if necessary.

ORGANIZATION	POSITION	YEAR

WORK EXPERIENCE PROFILE: List your most recent four years of work experience (include summer, part-time and temporary employment)

FROM	TO	POSITION/TITLE	EMPLOYER	LOCATION (CITY/STATE)

INTERNSHIP PROFILE: Identify any prior internship experience(s) including any NASA-related research experiences.

FROM	TO	POSITION/TITLE	COMPANY/NASA AGENCY	LOCATION (CITY/STATE)

SPECIAL ACCOMMODATIONS: Persons with disabilities who require an accommodation to complete this application process should notify Madeline Hereford, 256.961.4990; madeline.e.hereford@nasa.gov.

WRITING SAMPLE INSTRUCTIONS: Writing sample should be typed on standard white bond paper with 1 inch margins (do not right justify). Font size should be 12 point utilizing the Times Roman or Arial font. Do not use italics or bold type.

Prepare and attach a two to four page essay addressing the following points:

1. Your past and present academic history and other experiences which you feel have prepared you for an internship.
2. What you hope to accomplish through an internship, and how it would relate to your academic and career goals.
3. What about NASA in particular interests you and leads you to apply for an internship.

Please indicate how you first learned about this internship program:

☐ School/University ☐ Job/Recruitment Fair ☐ Website ☐ Other _____

The following information is **OPTIONAL**

- ☐ American Indian or Alaskan Native
☐ African-American/Non-Hispanic Origin
☐ Asian or Pacific Islander
☐ Hispanic
☐ Caucasian/Non-Hispanic Origin
☐ Other _____

Are you a veteran of the U.S. Armed Forces: ☐ Yes ☐ No If yes, Veteran's Number _____

Are you currently enlisted in the U.S. Armed Forces: ☐ Yes ☐ No If yes, which branch _____

RECOMMENDATIONS

List the names and addresses of two academic references who you have asked to provide recommendations:
(Recommenders should be provided with a reference form). Recommendations may be mailed or faxed with your application packet .

NAME	UNIVERSITY	DEPARTMENT

I certify that the above information is true and accurate. I give permission to the Internship Program Director to share this application including transcripts and other pertinent information with NASA/MSFC and MISE Project designated application reviewers.

PRINT FULL NAME _____

SIGNATURE _____

DATE ____/____/____ CELL PHONE () _____

DO NOT WRITE IN THE SPACE BELOW

OFFICE USE ONLY

DATE POSTMARKED ____/____/____

DATE RECEIVED ____/____/____

☐ APPLICATION COMPLETE

☐ ALL ELIGIBILITY REQUIREMENTS MET

☐ ALL RECOMMENDATIONS RECEIVED

☐ REVIEWER _____